

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.					
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE			
Application Date	Georgia Public Service Commission	Application Number			
Application bate ,	Transportation Rates & Services Division				
	1001 International Blvd., Suite 1107	82-377			
Application Number		Date Received Date Completed			
	Hapeville, Georgia 30354	DEC 3 1982 JAN 1 9 1983			
2. Person to Contact	Working Title	Telephone Number			
1	Susan Davis Principal Secreta	ary IV 761-0775			
3. Action Requested					
	on Schedule; record will continue to accumulate.				
	nt accumulation; no further accumulation anticipated.				
	,	ander D Weld			
c.					
4. Dates of Series 5. Records Series Title (followed by title used in office; if different)					
Earliest		,			
1964 to date	e General commodity case files of railro	oads, motor carriers & busses.			
6. Division and Office Fund	tion What is the function of the Division and the Office	in which this record series is created?			
l . Division and office i unit	Additional to the design of the Division and the Office	The special content of the content o			
1	•	•			
	See attached sheet for description	n in detail			
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1	t .				
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7. Record Series Description	This file contains the following documents (include form Attach samples of the file.	numbers and titles, if any):			
Documents relating to:	Documents relating to: Different regulating commodities shipped intrastate in Georgia				
	by Class A and B motor carriers, railre				
	by class A and B motor carriers, rathr	oads and pusses.			
Included are:	Conomal commence lends to the sufficient				
Ĭ.	General correspondence to and from var				
	etc., in Georgia relating to rate incre				
	disposition of applications, etc.; reco	ords of hearings and			
1	other documents. Included are case for	lders for each case.			
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1					
		•			
1	Bus correspondence and cancelled files	arranged alphabetically			
File is arranged:	File is arranged: Numerically by assigned commodity number or company number.				
		er or company number.			
<u></u>	(Cross reference by Docket Number)	21000			
8. Monthly Reference Rate	How often are records referred to which are:	almost			
One to six months old	a week; Seven to twelve months old seldom; Thirtee	n to twenty-four months old <u>never</u> ;			
twenty-five months and older?					
9. Annual Rate of Accumulation of Records					
Letter-size drawers	; Legal-size drawers; Shelves	_; Other (specify)			
AR-50-71; Rev. 76	(Over)				

		A Transfer with the state of th	<u></u>	
YES NO 10. Questionnaire		lumn)		
X a. Is this the office If not, where is	cial copy of the series? s it?			
X b. Does the series	contain confidential information	requiring security handling? If yes, cite law or regula	ition.	
X c. Is this a vital re	ecord?			
X d. Does this series	s have historical or long term resea	arch value?		
I I	wo documents in the file make it r scheduled separately?	necessary to keep the entire file for a long period, could	d these	
g is the information contained in this series ever analyzed and/or recorded in a summarized report?				
h. Îs there a dupl	ication of this series in your office			
— † · · · · · · · · · · · · · · · · · ·				
X i. Is this series <i>(or a major portion of it)</i> regularly microfilmed? X j. Does the record series result in a computer printout?				
11. Retention Requirements	. The following require			
			·	
a. State Law	years.	d. Audit period0	years.	
b. Statute of limitation	y years.	e. Administrative need		
c. Federal law	years.	f. Federal retention instructions	years.	
Attach convior excert of le	aws or regulations. Explain admin	distration and talked with Phil Mc	Mullan	
		nistrative need. 12-8-82 who check	Atico be	
Office reference n	.eed	said he needs thes	a records	
		•	=	
l .		a maximum of 7 y	lais.	
12. Approved Disposition Insti	ructions This agency recomme	ends that the file series be cut off at the end of each:		
	🖳 Calendar Year; 🗆	Fiscal Year; Other	then,	
Hold in the current file:	s area month(s) 3			
Transfer to State Record	ng area; hold $\frac{2}{2}$ year(s); rds Center; hold $\frac{2}{2}$ year	r(s); then		
Destroy.	us Center, noid year	(s), then		
· ·	ves for permanent retention.			
☐ Other (Specify)		4		
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These instructions apply to	o all prior and future accumulation	ns of the series.		
82-599	• ` !			
Agency Head/Designee (Signa	ture) Date	Records Management Officer (Signature)	Date	
		1/2/10/10	///	
HErace T. X	Bitley 12-1-82	Im Mulla	12/2/82	
-		State Records Committee (Signature)	Date	
Recommendations in para- graph 12 are approved.	State Auditor/Designee	hundling	122982	
(If disapproved, attach letter of explanation.)	Secretary of State/Designee	Edward Weldon	12/22/82	
	Attorney General/Designee	111	L17 K2	
AR-50-71; Rev. 76		everse Side)	17/00	